CIVILIAN OUTPROCESSING CHECKLIST		
NAME:		
ORGANIZATION:		**LAST WORKDAY:**
FORWARDING ADDRESS:		

This checklist is designed to assist civilian employees in clearing FLW when transferring, separating, or retiring. Employees are in duty status when outprocessing. Employees should annotate any item that is not applicable. Turn in completed checklist to your supervisor. Supervisors should maintain completed form in their Employee Work Folder.

ACTIVITY	WHERE	SIGNATURE AND DATE
CPAC-Turn-in Civilian ID Card (Applicable to all employees leaving Ft Leonard Wood)	CPAC Bldg 470 Room 2205	
Obtain Retiree Card – ID Card Facility (Applicable to all retiring only)	MILPO, Bldg 470, Room 2101	
Clear Civilian Pay – forwarding address (Applicable to all employees leaving Ft Leonard Wood) Make sure correspondence address is correct in MyPay! DRM	CSR, Hoge Hall, Manscen 3rd Floor Room 341 MEDDAC EMPLOYEES GLWACH RM 1468	
Unit Security Officer (If debriefing required, complete DA Form 2962 and attach to this form.	Contact your Organizations Security Manager MEDDAC GLWACH RM: 610	
DOL/PBO/IIMA (All hand receipt holders)	REP Bldg 2325	
Unit IAO Representative (All employees with automation passwords)	Contact your Organizations Information Awareness Officer	
DOC (IMPAC Approving Officials and Cardholders)	Bldg 606 IMPAC Approving Officials and Cardholders	
Exit Interview (Optional to all employees leaving Ft Leonard Wood)	Turn into your CPAC	
Turn in office keys	Contact Activity Key Control Officer	
Government Credit Cards (Travel Cards, and clear outstanding travel vouchers).	Contact your Travel Card Administrator (MEDDAC EMPLOYEES GLWACH RM: 152)	
Occupational Health (All Employees)	GLWACH Hospital Room 135	
Personnel Operations Division (MEDDAC EMPLOYEES)	GLWACH- RM 653 Turn in MEDDAC ID Badge	
Pharmacy (MEDDAC EMPLOYEES)	GLWACH -RM 120-25 Pyxis Access: Yes No Pickpoint: Yes No	
PAD (MEDDAC EMPLOYEES) PAD (MD'S, PA'S Only)	GLWACH RM: 122	
RMD (MEDDAC EMPLOYEES)	MEDDAC EMPLOYEES GLWACH -RM: 150 Manpower Management **AND** GLWACH- RM: 155-11 MEPRS	
Credentialing (MEDDAC EMPLOYEES)	GLWACH -RM: 144	
Library (MEDDAC EMPLOYEES)	GLWACH -RM: 160	
Mail Room (Hours of Operations 07:00-100 & 1200-15:30) (MEDDAC EMPLOYEES)	MEDDAC -GLWACH RM:21	
Info. Mgmt Div. (MEDDAC EMPLOYEES)	MEDDAC -GLWACH RM: 11	

Property and Service Branch (MEDDAC EMPLOYEES)	MEDDAC -GLWACH RM: 50	
MEDDAC EMPLOYEES MUST TURN THIS FORM INTO THE HR COORDINATOR	GLWACH Room: 671	EMPLOYEE SIGNATURE HERE:
Army has developed a confidential exit survey to study the reasons why people leave Army service voluntarily. It is requested that you take 5 minutes to complete this survey, which is available at http://www.cpol.army.mil/survey/exitsurvey/survey.html		
I have cleared all items/offices indicated, turned in all property and documents for which I am responsible and was counseled on all items listed above.		
SIGNATURE OF EMPLOYEE		

Employees Leaving Federal Service

☐ 1. SF 8, "Notice to Federal Employee about Unemployment Compensation"

☐ 2. SF 293, "Notice to Separated Employees Concerning Disposition of OPF"

☐ 3. Application for Refund of Retirement Deductions (SF2802 or SF 3106

☐ 4. SF 2810 "Notice of Change in Health Benefits Enrollment:

☐ If LWOP- Employee received premium payment election form? Issue Date:

☐ 5. SF 2819 "Notice of Coverage Privilege-Federal Employees" Group Life Ins.

☐ 6. SF 2821 "Agency Certification of Insurance Status"

☐ 7. Exit Interview Questionnaire

Privacy Act Statement:

1. Authority: Title 10 USC 3013 2. PRINCIPLE PURPOSE: to verify that departing employee has cleared the installation and that certain information concerning pertaining to the termination of employment has been
provided to the employee. 3. ROUTINE USES: Internal use only. To clear the departing employee from
the installation. In cases of later inquiry, as proof that employee cleared the installation and/or that stated
information was given to the employee. In cases where no forwarding address was provided on other
documents, it provides a means of forwarding future correspondences. MANDATORY OR VOLUNTARY
DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVINDING INFORMATION: Voluntary, if forwarding
Address is not provided; the Civilian Personnel Advisory Center cannot guarantee future correspondences
will reach the individual.

SUPERVISORS SIGNATURE: DAY	EMPLOYEE'S LAST DUTY

DATE CLEARED POST

NOTE TO SUPERVISORS: Ensure all credit cards (VISA, American Express, etc.) Key's, and other miscellaneous items are turned in.

Address Changes, Direct Deposit Sign Ups, Allotment, and Income Tax Withholdings

Here are **frequently asked questions and answers** about changing your mailing address or direct deposit registration used for your civil service annuity or the Federal and State income tax, allotments from your annuity payment.

Where can I view a statement for my annuity payments online?

Use Services Online (https://www.servicesonline.opm.gov/(u5i3jyz4dzapb455en2pvhqr)/Default.aspx) to view your monthly annuity statement. This statement shows your current annuity payment, including the gross amount, up to 35 possible deductions or additions, and the net amount.

The online statement reflects changes you made through the previous business day, unless the changes were made after the date for updating the monthly payment. Any changes you made after that date will be reflected in the statement for the next month's payment, when the change would be effective. Please refer to our payment schedule for information on the dates by which changes must be made in each month's payment.

Your statement will also show required payment adjustments we make such as cost-of-living adjustments, health benefit premium changes, Federal income tax withholding table changes, and life insurance premium changes.

Can I continue to receive my payments by check?

The U.S. Department of Treasury has made changes to the Public Law 104-134 affecting payment of federal benefits. These changes require anyone who receives a federal benefit to change to Direct Deposit or a Direct Express debit card. For more information, visit www.GoDirect.org, FAQ's about GoDirect, or call GoDirect at 1-800-333-1795.

How do I sign up for direct deposit?

Use Services Online to sign up for direct deposit, or to change the account or bank where your payment is sent. You will need your claim number and Personal Identification Number (PIN) to use the self-service website. You will be asked whether your account is a savings or checking account and to provide your account number and the routing number for your financial institution (found next to your account number on the bottom of your check). You should contact your financial institution for assistance in getting the routing number if you are not sure. When you make a change, we will mail you confirmation of the change.

You can call us at **(888) 767-6738** to sign up for direct deposit or change your account or bank. If you write, your letter should include your claim number. You can also use this form to sign up for direct deposit. Standard Form 1199A, "Direct Deposit Sign Up Form," which is available at your bank.

When you change the account you use for direct deposit, keep the old account open until a payment is posted to the new account. This will prevent having the payment returned if there is a problem with the new account.

If I have direct deposit, where will the Office of Personnel Management (OPM) send my mail?

We keep a separate mailing address to periodically send you information about your retirement and health and life insurance benefits. You can see the current record of your mailing address on **Services Online**. Please notify us if this address changes.

(If you do not receive your payments through direct deposit, we ordinarily use the same address for mailings and payments.)

I have moved. What changes do I need to make to my benefit?

Use Services Online to report the change in your mailing address when you move. If you changed banks because you moved, you should also use Services Online to give us your new account number and the routing number (found next to your account number on the bottom of your check) for your financial institution.

When you change the account you use for direct deposit, keep the old account open until a payment is posted to the new account. This will prevent having the payment returned if there is a problem with the new account.

You can also call us or write us to change your mailing address. If you write, your letter should include your claim number.

If you are enrolled in the health benefits program in a plan that serves a limited geographic area, you will need to change plans if you move out of the service area. See our web page at http://www.opm.gov/insure/health/index.asp to view the list of plans from which you can choose and find out how to get brochures for those plans.

Once you have picked your new plan, call us to change your enrollment or if you need more help.

What kind of withholdings can voluntarily be taken from my benefit?

You can voluntarily withhold Federal and State income taxes, checking and savings allotments, or allotments to other participating organizations.

Federal Income Tax: Generally, unless you specify a monthly withholding rate or amount, we withhold Federal income tax as if you are married and claiming three allowances. Use Services Online to start, change, or stop the Federal tax withheld from your annuity payment or specify the dollar amount withheld.

You can also call us or write us to change your withholding amount. If you write, your letter should include your claim number and the monthly amount in dollars you want withheld. If you write, we will send you a Form W-4P-A, "Election of Federal Income Tax Withholding," and instructions for making the change. The change in your withholdings will be made after we receive your Form W-4P-A.

You may change the amount withheld whenever you think it is necessary.

Please note that you may be penalized by the Internal Revenue Service (IRS) if you do not have at least 90 percent of your yearly tax liability either withheld from your salary or annuity or made via quarterly payments to the IRS.

If you need more information or assistance in determining whether or not you are having the right amount of Federal income tax withheld, see the Internal Revenue Service website at http://www.irs.gov.

State Income Tax: You must specify the dollar amount of State tax you want withheld from your monthly payments. The withholding must be in whole dollars. The minimum amount we can withhold for State income tax is $5. Use Services Online to start, change, or stop the State tax withheld from your annuity payment.

You can also call us or write us to change your withholding amount. If you write, your letter should include your claim number and the monthly amount in dollars you want withheld.

If you do not know the monthly amount you want withheld, contact your State tax office for information or assistance.

Check our list of State tax offices for information about participating States.

If your State does not participate, please contact the State tax office for information or assistance.

Allotments to Organizations: You can start, change, or stop an allotment to participating organizations. Participating organizations include:

- American Federation of Government Employees (AFGE);
- Federal Managers Association (FMA) Political Action Committee;
- Fraternal Order of Retired Border Patrol Officers (Museum);
- National Association of Postal Supervisors (NAPS) Political Action Committee;
- National Association of Postmasters of the U.S. Political Action Committee;
- National Rural Letter Carriers Association Political Action Committee;
- National Treasury Employees Union (NTEU);
- Northwest Plan Administrators; and
- Treasury Employees Political Action Committee.

If the organization for which you wish to make an allotment is not listed above, you should contact them and ask them to provide us with the banking information needed to forward payments. The organization can contact us by email at **finance@opm.gov**.

Use Services Online or call our toll-free number to make one-time or recurring membership payments to organizations.

How do I change my voluntary withholdings?

Use **Services Online** to:

- start, change, or stop Federal and State income tax withholdings;
- request a duplicate tax-filing statement (1099R);
- change your Personal Identification Number (PIN) for accessing our automated systems;
- establish, change, or stop an allotment to an organization;
- change your mailing address;
- start direct deposit of your payment or change the account or financial institution to which your payment is sent;
- establish, change, or stop a checking or savings allotment; and
- view a statement describing your annuity payment.

You can also call our toll-free number **1 (888) 767-6738** , for these and many of your voluntary withholdings. When using our self-service systems, you need your claim number, Personal Identification Number (PIN), and social security number. If you do not have a PIN, call us.

If you do not have a touchtone telephone, you can speak to a Customer Service Specialist.

Generally, in the middle of month, we authorize payments that are due for the first business day of the following month. Therefore, if you want your change to be reflected in your next payment, you should submit your request as early in the month as possible. See our payment schedule for the last date you can change your next monthly payment.

What are the other possible withholdings from or adjustments to my payment?

This list shows the possible withholdings from or adjustments to your CSRS or FERS annuity payment. The list provides a description of the withholdings or adjustments and the code that is used for listing them on your annuity adjustment notice.

However, it does not include the enrollment codes for plans under the Federal Employees Health Benefits (FEHB) program. See our web pages at http://www.opm.gov/insure/health/index.asp to obtain information about health insurance benefits online.

How can I have Medicare premiums withheld from my payments?

If you are not receiving social security benefits, you can have Medicare premiums withheld from your annuity payments. We must receive a request for the withholding from the Centers for Medicare and Medicaid Services. We cannot withhold premiums based on your direct request or even one from the Social Security Administration. However, the social security district office may be able to give you additional information.

When and how can I change my health benefits enrollment?

There are many reasons for changing your health benefits enrollment. If you are changing your coverage because of one of the reasons listed below, we can make the change based on your telephone call. When calling you must have your claim number and social security number, as well as the enrollment number and name for your new plan. Changes we can make by phone include:

- You are changing to self-only coverage from family coverage;
- You are changing plans because you have moved out of the service area of your Health Maintenance Organization (HMO);
- You turned 65 and are changing to a lower cost plan option because you are eligible for Medicare;
- You are changing your enrollment during the annual Health Benefits Open Season, which usually runs from mid-November to early December; or
- You are changing to family coverage because you marry, or have or adopt a child. (This option is not available to survivors.)

You should contact us within the period beginning 31 days before up to 60 days after the date of the event.

You may change the plan in which you are enrolled or from high to low option coverage during the annual Open Season for electing coverage.

If you need assistance with your health benefits enrollment, call **1 (888) 767-6738**, to change your enrollment or if you need to speak with a Customer Service Specialist. Or, see our web pages at http://www.opm.gov/insure/health/index.asp to obtain information about health insurance benefits online.

If you are eligible for TRICARE or TRICARE-For-Life benefits, you may suspend your FEHB coverage and premium payments. You are able to reenroll in the FEHB Program during the Open Season, or immediately if you are involuntarily disenrolled from the TRICARE program. .

How can I change my life insurance premiums?

You can reduce your premiums by reducing your coverage. However, if you reduce coverage, you cannot increase it again at a later date.

See our answer to a frequently asked question about coverage after age 65 and our web pages at http://www.opm.gov/insure/life/index.asp to obtain more information about the Federal Employees' Group Life Insurance (FEGLI) program.

To change your coverage, Write us at:

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, PA 16017

Why did my Federal income tax withholding amount change?

The "Making Work Pay" tax credit expired December 31, 2010. As a result, you may see an increase in the amount of Federal income tax being withheld from your monthly annuity payments. The tax withholding tables published by the Internal Revenue Service (IRS) were adjusted to provide for the correct withholding amounts without this credit. The tax rates did not change; only the tax withholding tables changed.

For more information concerning the 2011 Federal tax withholding tables go to IRS Notice 1036, TABLE 4-MONTHLY Payroll Period. For other questions on Federal taxes, go to www.irs.gov.

Who is responsible for the changes to the Federal income tax withholding tables?

The IRS is responsible for the changes to the Federal income tax withholding tables. The Office of Personnel Management (OPM) has no control over the Federal income tax withholding tables. OPM used the tables provided by the IRS, which are set in law by the United States Congress.

What will the Federal income tax withholding changes impact?

The withholding changes affect the February 1, 2011 payment and subsequent annuity payments.

Why weren't annuitants notified of the Federal income tax withholding changes earlier?

The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act was passed by the United States Congress on December 16, 2010 and signed into law on December 17, 2010. As a result, the IRS published the tax withholding tables later than usual for 2011. OPM applied the tax tables as quickly as possible but there was not enough time to apply these tables to the January 3, 2011 annuity payments.

How can I change my Federal income tax withholding?

You may change your Federal income tax withholding by accessing www.servicesonline.opm.gov using your OPM-provided password, or by calling OPM at 1-800-307-8298 from 7:30am to 8:00pm EST and requesting the change be made by one of our Call Center Agents.

How can I estimate the amount of my Federal income tax withholding?

OPM provides a federal tax calculator on our website that may assist you in determining the amount of Federal income tax to withhold. Please be advised that changing the amount of your Federal income tax withholding will not reduce your tax liability at the end of the tax year.

Where can I find more information about Federal income taxes?

For more information regarding Federal income taxes, visit the IRS website at www.irs.gov or call the IRS on 1-800-829-1040.

The ABC-C provides services to separated employees!

Beginning 1 April 2005, employees that are serviced by the Department of the Army can reach a benefits counselor for a period of six months from their separation date for assistance with benefits related issues.

What does this mean to separating employees?

Separated employees will be able to contact a benefits counselor to answer questions about their benefits following separation. These questions may be related to the areas of health benefits, life insurance, status of retirement packets, Thrift Savings Plan, etc.

How can a separated employee contact the ABC-C?

Dial the toll-free number for the ABC-C as indicated above or in the yellow box and make the following selections:

- At the welcome message, press 1.
- To access the Benefits and Entitlements Services System, press 2.
- At the next voicing the following will be heard "Press 1 for Army serviced employees and employees separated within 180 days". Press 1.
- At that point, the voicing will indicate the requirement to use the SSN and PIN to access the system, press 1.
- After entering the SSN the following will be heard, "Please hold while we transfer you to a benefits counselor". At that point, the call has been transferred to a counselor within the ABC-C for personal assistance.

Separated employees will not be able to use EBIS to review records or request assistance. If EBIS is entered, a message will be displayed that says "Access Denied" and instructs the customer to contact a benefits counselor for assistance and provides the main toll free telephone number.

What if the customer does not remember their ABC-C Personnel Identification Number (PIN)?

Good news for a separated employee! The PIN will not be required. Once the Social Security Number has been entered, the system will transfer the call to the next available counselor.

For assistance, contact the SWCPOC HelpDesk at 785-239-2000 or DSN 856-2000 between 7:30 a.m. and 4:00 p.m. CST on normal workdays.

TSP Withdrawals! It's Your Move — Now or Later?

Now that you've left Federal service, you need to make some decisions about your TSP account. Here are the options you can choose from:

• **Leave your money in the TSP.** (You will have to make a final withdrawal decision for your entire account no later than April 1 of the year after you turn age 70 ½.)

• **Take out part of your account (i.e., make a partial withdrawal).** You can withdraw $1,000 or more, which will be paid out in a single payment. (This is available only if you did not make an age-based in-service withdrawal.)

• **Take out your entire account (i.e., make a full withdrawal).** You have three withdrawal methods to choose from:

- a single payment — your entire account, paid at one time.
- monthly payments — in an amount you choose or based on your life expectancy.
- a life annuity — paid to you throughout your lifetime or to you or your spouse (or another joint annuitant) while either of you is alive. Available only for an amount of $3,500 or more.

A fourth possibility: a "mixed withdrawal" — **any combination of the above three methods. Plus**, if you have both a uniformed services and a civilian TSP account, you may be able to combine both accounts into one.

Before you request any withdrawal, read the booklet *Withdrawing Your TSP Account After Leaving Federal Service* and the tax notice "Important Tax Information About Payments From Your TSP Account." The information in this material will help you make an informed decision. If you're interested in a TSP annuity, you should also use the Annuity Calculator on the TSP Web site. When you're ready to make a withdrawal, you can obtain the material you need from the Forms & Publications section of the Web site, or you can order them using the attached request. The TSP is also ready to assist you with any questions you might have. You can contact a participant service representative through the ThriftLine or by writing to the TSP:

Thrift Savings Plan
P.O. Box 385021
Birmingham, AL 35238

Note: Please include your entire TSP Account number on any written correspondence to the TSP.

TSP Web Site: www.tsp.gov **ThriftLine:** 1-TSP-YOU-FRST (1-877-968-3778)
TDD: 1-TSP-THRIFT5 (1-877-847-4385)

Remember:

• Keep your address up to date in your TSP record through January of the year after your account has been completely paid out. This will ensure that important information can reach you.

• Important information that you will need to make a withdrawal decision is contained in the booklet *Withdrawing Your TSP Account After Leaving Federal Service* and the tax notice "Important Tax Information About Payments From Your TSP Account."

• You can make a withdrawal request on the Web site in the Account Access section, or on Form TSP-77 for a partial withdrawal or Form TSP-70 for a full withdrawal of your account. (Members of the uniformed services should use Form TSP-U-77 or Form TSP-U-70.)

• When you use the Web site to access your account or to make a change or request, you will need your 8-character TSP password and your TSP account number.

Exit Survey

Privacy Act Statement: 1. Authority: Title 5 of the U.S. Code, Section 1302, 3301, and 3304
2. Purpose: Analysis of turnover trend.
3. Routine Use: For use by installation CPAC officials.
4. Mandatory or Voluntary: Voluntary

Organization: ______________________ Job, Title, Series & Grade ______________________

______________________ ______________________

Reason for Leaving:

- □ Employment in another Federal, State or Local agency
- □ Employment in private industries
- □ Relocating with Spouse
- □ Self Employment
- □ Supervision
- □ Type of work
- □ Pay
- □ Further Education
- □ Family Circumstances
- □ Illness or Physical Condition
- □ Reduction-In-Force
- □ Commuting Distance
- □ Retirement
- □ Other: ______________________

____

Working conditions of your position:

- □ Excellent
- □ Fair
- □ Poor

Please Explain: ______________________

Supervision you received:

- □ Excellent
- □ Fair
- □ Poor

Please Explain: ______________________

Training you received to perform your duties:

- □ Adequate
- □ Minimal
- □ None

Please Explain: ______________________

Would you consider reemployment to the same position?

- □ Yes
- □ No

If "No", please explain: ______________________

Thank you for completing this survey- and good luck to you as you pursue your next endeavor. We encourage you to complete the Army's Exit Survey Located at http://cpol.army.mil/survey/exitsurvey/survey.html

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

Unemployment insurance (UI) for Federal workers. When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were emloyed by a Federal agency.

FEDERAL AGENCY will insert in the box:
1st line - Parent Federal Agency Name and 3 digit code number
2nd line - Major Component (if any)
3rd and 4th line - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

	3 Digit Identification FEDERAL AGENCY CODE NO.
DEPARTMENT OF ARMY	422
SWR-ABC-C UNEMPLOYMENT COMPENSATION	
301 Marshall Avenue	
Ft. Riley, KS 66442	

To be completed by the *Federal Agency:*

Contact Name/Office
UNEMPLOYMENT COMPENSATION

Telephone No. *(include area code)*
1-866-792-7620

KEEP THIS FORM and **TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKERS

TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

GENERAL INFORMATION:

1. WHO WILL PAY UNEMPLOYMENT BENEFITS?

If you are eligible, you will be paid by a State employment security agency under the provisions of its unemployment insurance (UI) law. The amount of your regular weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you had your last Official Duty Station. This Duty Station will be printed on your final "Notification of Personnel Action", SF-50. If you have received all the regular benefits for which you are eligible, you may, under certain circumstances, became eligible for additional weeks of extended benefits; check with a State local office official. If your last duty station was outside the United States, you will not be eligible until you return to the United States, including the District of Columbia, Puerto Rico, and Virgin Islands. Your benefit rights will then be determined under the law of your State of residence.

UCFE/UI for unemployed Federal workers is paid from U.S. Government funds. No deductions were taken from your pay to finance these benefits.

2. UNDER WHAT CONDITIONS WILL I BE ELIGIBLE?

All State UI laws require that:
a. You must be unemployed, able to work, and available for suitable work; (In some cases, you may be eligible if you are employed less than full time);
b. You must register for work and file a claim at a local public employment service/UI claim office;
c. You must continue to report to the office as directed; and
d. You must have had a certain amount of employment/wages within a base period of 1 year specified in the State law and have been separated through no fault of your own.

All State UI laws will deny you benefits for such reasons as:

a. Quitting your job voluntarily without good cause or being discharged for misconduct connected with work; or
b. Refusing an offer of a suitable job without good cause.

Some State UI laws deny or reduce UI benefits for certain types of payments you may receive (retirement, severance, and/or lump-sum amount for unused, accrued annual leave).

3. DO I HAVE THE RIGHT OF APPEAL?

Yes. If a determination is made denying you benefits, you have the right to appeal as provided in the applicable State law.

4. ARE THERE ANY PENALTIES?

Yes. If you willfully make a false (fraudulent) claim, you may be fined, imprisoned, or both. If you make a mistake in giving information when you file your claim, notify the local UI claim office as soon as you discover the mistake: prompt notification may avoid a penalty.

(The above statements are issued for general information; they do not have the effect of law, regulation, or ruling).

IF YOU BECOME REEMPLOYED and have been collection UCFE/UI benefit payments, it is your RESPONSIBILITY to notify the local office, in writing, to discontinue paying benefits now that you are employed. Failure to do so may result in a *penalty such as a fine, imprisonment, or both.*